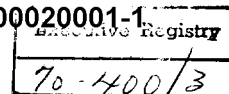


CONFIDENTIAL



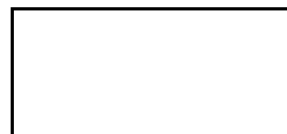
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MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support
Director of National Estimates
General Counsel
Inspector General
Legislative Counsel✓

SUBJECT : Guidelines for Using the Agency Film
"A Need to Know"

1. As discussed and approved by the Director on 29 January 1970, the following guidelines for using the film "A Need to Know" are set forth.
2. The film is designed to be shown in the presence of an Agency representative who is to introduce the film, explain its purpose and respond to questions about the film and, as appropriate, about the Agency. To aid the accompanying officer a short statement about the film has been prepared (see attachment) which is to be attached to each film pack and issued to the Agency representative when the film is to be used.
3. The film may be used for internal Agency purposes without restriction.
4. Responsibility for using the film outside CIA rests with a Deputy Director or a Head of an Independent Office to whose component the sponsor of the proposed showing belongs. Showing the film outside CIA to both governmental and non-governmental groups should be restricted to those groups whose viewing the film might be expected to be beneficial to CIA or who because of their relation to CIA have a need to know something about its operations. The film bears the security classification CONFIDENTIAL; however, it may be shown to individuals and groups outside the government, provided it is done on a selective basis when a requirement to do so has been determined.

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ILLEGIB

5. In the event of questions concerning the expected reaction of a non-governmental audience to a proposed showing, it is suggested that the Director of Security and the Assistant to the Director be consulted.



L. K. White
Executive Director-Comptroller

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Att: Facts for Personnel Using the Film -
"A Need to Know"

cc : Asst. to the Director w/att
D/PPB w/att
SAVA w/att

CONFIDENTIAL

Facts for Personnel Using the Film -
"A Need to Know"

Any use of the film "A Need to Know" (security classification CONFIDENTIAL) will be coupled with the appearance of a qualified Agency representative to make introductory remarks and answer questions of the audience concerning the film and, within security guidelines, questions of the audience concerning the Agency. This memorandum provides information to be used in answering questions concerning the film.

The film titled "A Need to Know" was prepared by CIA in order to provide a better understanding of CIA and its mission of producing various types of national intelligence. The title refers to the necessity or, to use another term, the "requirement" of the President and other top policy makers to be well informed about significant foreign developments which bear on U. S. national security interests.

The film runs 38 minutes. The viewer will see some film clips that were incorporated into the film in order to provide explanation or to give additional meaning to various topics. Most of the film, however, was shot "on location" in CIA during the summer of 1969. The scenes include Agency offices, conference rooms and other facilities and the participants are Agency personnel except for the narrator, who is a professional hired specifically for the narrating job.

The film is designed for purposes of general orientation. As such it does not go into significant depth on any particular facet of the Agency activities which it may show. This type of treatment is in part deliberate because of security considerations, for example, with respect to clandestine operations. Another reason for not going into depth is that details which may be of interest to one audience may be lacking in interest to other audiences who see the film.

The following is a list of those scenes depicted in the film which are not explained in the narration or about which additional information may be useful in answering questions:

<u>Scene</u>	<u>Comment</u>
Opening	The CIA Operations Center which operates around the clock.
Library	The periodical section of the Agency library.
Radio Monitoring Station	This is a Foreign Broadcast Information Service monitoring installation.
Military Personnel Examining Tank	The foreign uniforms are those of the Soviet Army.
Meeting of Board of National Estimates	Speakers are members of the Board; others present include staff members of the Office of National Estimates.
The Director Signing the Cover of a National Intelligence Estimate	The estimate has been fully coordinated within the Intelligence Community, considered and approved by the Director prior to its presentation in final form to him by the Secretary to the USIB as shown in this scene. The Deputy Director of Central Intelligence is also present.
Portrait of Director W.B. Smith	This contains a minor factual error which the Agency representative should be aware of and correct in event of a question. The narrator states "General Smith served as Director from October 1950 to <u>January 1953.</u> " He actually served from October 1950 to <u>February 1953.</u>
Memorial Basrelief of Mr. Dulles and Large Seal on the Floor	This scene is located in the main entrance lobby of the Headquarters Building.
Various Pictures of Colonel Oleg Penkovsky	This episode contains the other factual error in the film. The narrator states Penkovsky was born in <u>1918.</u> His true birth year was <u>1919.</u>

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